

**HOPE VALLEY/WYOMING FIRE DISTRICT  
996 MAIN STREET  
HOPE VALLEY, RI 02832**

**MONTHLY BOARD MEETING  
FEBRUARY 13, 2014  
7:00 P.M.**

**Those present:** Board Members: Chairman, David Holt, Vice-Chairman, Pasquale DeBernardo, Elwood Johnson; Chief, Fred Stanley; Auditor, Pete Stefanski; District Clerk, Julie Kelley

**Those not present:** Board Members: Ronald Richard, Georgia Ure; Treasurer, Deborah Nicotra; Tax Collector, Sue Bok

The meeting commenced and was called to order by Chairman, David Holt at 7:02 p.m. with a salute to the flag and a moment of silence.

**MINUTES**

The minutes of the January 9<sup>th</sup> Monthly Board Meeting were presented. Mr. DeBernardo motioned to accept the minutes as presented and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (3-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Mr. Johnson-yes

**AUDITOR' REPORT**

The Auditor's Report was presented reflecting the Hope Valley/Wyoming Fire District Financial Statements as of June 30, 2013. The audit was conducted in accordance with general accepted auditing standards. The audit is to obtain reasonable assurance that the transactions are reported correctly. Mr. Stefanski apologized to the board for being so late due to recent travel demands. The audit is presented without any qualifications. Mr. Stefanski stated that Ms. Bok and Ms. Nicotra did a great job again this year of keeping good records.

Page 1, Balance Sheet, as of June 30, 2013, the cash balance is \$480,381; the balance is up \$88,000 from the previous year. This being attributed to the tax sale in the spring and the sale of a couple of trucks, which were above and beyond the normal procedures, which increased the total cash, even though we put a \$65,000 dollar down payment on the truck. Accounts Receivables were down \$32,000 largely due to the tax sale, then less outstanding payables, less the encumbrances for the Diamond T Truck, and less balance collected for Depot Square Park as of June 30<sup>th</sup>, the Fund Balance is \$553,452 which had increased \$96,000 from the previous year largely due to the net of the sale of trucks and tax sales which brought in additional revenues.

Page 2, Statement of Revenues, we finally ticked over the million mark, Total Revenues \$1,007,624, revenue is identified when the taxes are levied. Tax Sale Fees collected was \$19,095, other special accounts including grants, is approximately \$114,000, and the sale of the pumper and tanker truck bringing in \$78,100.

Page 3 & 4, Statement Appropriations and Expenditures from Operations, budgeted amount of \$701,997, expenditures of \$672,836, there was a \$29,161 surplus, which ties out with what was presented at the Annual meeting with one (1) exception of a bill for a Dell computer which was approximately \$1,000 which was incorporated into this report. Reserve for Obsolescence shows a balance of \$5,271. Although the report shows a surplus of \$29,161, it is based upon the appropriations vs. expenditures; the money is actually needed to pay for uncollected taxes.

Page 5, General Fund, Analysis of Changes in Fund Balance, Take the Fund Balance, Add Revenues, Less Expenditures from Operations, provides the Fund Balance of \$553,452, which ties back to page 1 in the balance sheet. Page 1 shows the cash, page 5 shows the net effect from the revenues and expenditures. We have the beginning fund balance then additional revenues, less expenses from operations also expenditures from the special account and reserve account i.e. roofing, septic expenses and payment for the tax sales, which reflects the total Fund Balance.

Page 6, Statement of General Fixed Assets, Total assets is valued at \$5,631,469; the value is \$452,000 lower than last year because two (2) trucks came off the books. Last year we had the new pumper included in the vehicles line, less \$385,000, trucks are at cost or Fair market value. We received the new truck but no payments were made during this time. Land and Buildings did not change. Equipment decreased \$67,000; Mr. Stefanski believes that this may

have been overstated previously but has been adjusted to be in line with the Chief's report. Net Assets were down by \$452,000, mostly due to the sale of the vehicles and loss of some equipment. Encumbrances still remaining on the Diamond T are \$191. This also lists the Notes Payable, keeping in mind that on the Saber Pumper the district only paid interest.

Page 7 & 8, Notes to the Financial Statements, Page 7, explains the basis of accounting where taxes are recognized as revenue when levied and expenditures are recorded when goods or services are received regardless of when the cash payments are made. Identify loans and details on the balance and terms on loans. Page 8 lists the three (3) loans for the three (3) trucks with the principal as of June 30<sup>th</sup>, 2013, which also shows payments that were made for this year.

Mr. Stefanski stated to the board that the district is in solid shape.

The board discussed balancing the budget. It was noted that the Treasurer usually does this after the audit is complete to take from the Reserve for Obsolescence account to balance the budget.

The board thanked Mr. Stefanski for a great presentation and thanked him for taking the time to come this evening. The board decided they would hold back on voting of the Audit report until all board members had the opportunity to review it. If there are no further questions or comments regarding the audit, the board will then approve the audit at their next monthly meeting.

#### **TAX COLLECTOR'S REPORT**

The Tax Collector's report was presented for January 2014. A total of \$637,200.57 has been collected as presented on the report. Mr. Johnson motioned to accept the Tax Collector's Report as presented and Mr. DeBernardo seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (3-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Mr. Johnson-yes

#### **TREASURER'S REPORT**

The Treasurer's report for January 2014 was presented. Mr. DeBernardo motioned to accept the Treasurer's Report as presented and Mr. Johnson seconded the motion. With no further discussion, all in favor, all aye, motion passed unanimously (3-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Mr. Johnson-yes

#### **CHIEF'S REPORT**

The Chief's report was presented for January 2014. The board discussed the following points of interest:

Pat Webber has completed the back-up system for the computers. The yearly cost will be \$99.99 for these services. The board agreed that a letter of appreciation should be sent from the board acknowledging the board's appreciation for Pat Webber's time regarding his assistance with the system.

The board discussed the Verizon contract relative to their use of our radio tower. They are in the process of pricing out a new tower and equipment. They want to go up another 20' on the tower. The income from the use of the tower would be approximately \$30,000 per year but they now want to take payment or rent abatement for a new tower.

The costs for the park and ground maintenance to Depot Square Park need to be finalized. Chairman Holt and Deputy Jason Caswell still need to work together to come up with bid specifications.

In reference to the new fire alarm system, Chief Stanley will send out a letter to all businesses in the area after the system is completed. They are still currently working on putting in Carolina's boxes and when completed then a letter will go out.

The RIEMA Executive Director, Jamia McDonald is currently working to remove RI Emergency Management Agency (RIEMA) from under the control of the National Guard. This legislation is currently going before the House of Representatives.

We received \$2,000 from Executive Director of the RIAFC, Ret. Chief Richard Susi for one set of turnout gear for one new firefighter who participated in the NFPA Firefighter Level 1 grant program. We also received \$1,000 for the training unit at Station 2.

The RI Southern Firemen's league is hosting an NFPA 1041 Instructors course. This is a forty (40) hour course and will be held in the evening on Monday and Wednesday nights at Station 2 during February and March. The course is limited to twenty (20) qualified officers. We have five (5) officers and HAZMAT technicians taking the course and Westerly has seven (7) officers expected to attend.

The banquet is to be held on March 22<sup>nd</sup> at 6:00 p.m. at the Meadow Brook Inn.

The board discussed the Boulder Hills golf course and their plan to include four (4) residential units on part of the old golf course and a new retail building. The Richmond Planning Board is still reviewing it.

It was discussed that Fenner Hill golf course is also planning on building more condos.

Station 1 has had problems with no heat in the fitness room/maintenance room. We have tried to locate the problem but could not find it. We had South Shore Heating and Cooling look at our system, which was found to have poor wiring in the boiler room. A new control panel will be needed to simplify the system.

Mr. Dumsar reported that the F250 pick-up truck's engine blew up while plowing. He reported that he even when he checked the oil level before going out on the road, the dipstick broke. He recommended we go to a F350 gas truck or a diesel. To purchase a new Ford F350 truck from Flood Ford would be between \$40,000 - \$43,000, a diesel would be an additional \$7,000. The board agreed that if any action were necessary, a Special meeting would be required.

Mr. Johnson motioned to accept the Chief's Report for January 2014 and Mr. DeBernardo seconded the motion. With no further discussion from the Chief's report, all in favor, all aye, motion passed unanimously (3-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Mr. Johnson-yes

### **CORRESPONDENCE**

#### **Incoming:**

1. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Mr. Robert A. Peacock, Training Officer, RI Southern Firemen's League, regarding Southern League's 1041 Schedule.
2. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Mr. Patrick Webber, Firefighter, Hope Valley/Wyoming Fire District, regarding back up for computer system.
3. Letter addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Janet Coit, Director, RI Department of Environmental Management, regarding staffing at Arcadia Forestry Headquarters.
4. Email addressed to Frederick A. Stanley, Chief, Hope Valley/Wyoming Fire District, from Ms. Sarah McGuinness, Project Manager, VitalSite Services, Inc., regarding Verizon Wireless Tower Rebuild.

#### **Outgoing:**

1. Letter addressed to Governor's Office, c/o Mr. Matt Wojcik, from Frederick A. Stanley, Hope Valley/Wyoming Fire District, recommending new adjutant General for improving daily operations at the RI Emergency Management Agency.

### **PUBLIC FORUM**

Mr. Johnson recommended Mark Anderson for snow plowing, since our vehicle was no longer in service.

### **ADJOURN**

A motion was made to adjourn at 7:56 p.m. by Mr. DeBernardo and seconded by Mr. Johnson. With no further discussion, all in favor, all aye, motion passed unanimously (3-0).

Mr. Holt-yes; Mr. DeBernardo-yes; Mr. Johnson-yes

Respectfully submitted,

Julie Kelley  
District Clerk